

JOB ANNOUNCEMENT

ST. CLAIR COUNTY 31ST CIRCUIT COURT LAW CLERK

A POSITION AS A LEGAL RESEARCH ASSISTANT FOR A THREE-JUDGE COURT IS AVAILABLE.

GENERAL DUTIES:

THE INCUMBENT CONDUCTS LEGAL RESEARCH, PREPARES LEGAL MEMORANDA AND REPORTS, REVIEWS MATERIAL FOR LEGAL CONTENT, AND PERFORMS RELATED WORK AS REQUIRED.

GENERALLY ASSISTS WITH COURTROOM SUPPORT AND MAINTAINING ORDER OF PARTICIPANTS IN THE COURTROOM.

CANDIDATES MUST BE A GRADUATE OF AN ACCREDITED LAW SCHOOL AND HAVE PASSED THE MICHIGAN BAR EXAM.

SALARY RANGE:

\$36,149 - \$43,993

SUBMIT RESUME, TRANSCRIPTS, & LEGAL WRITING SAMPLE TO:

**JERRY CELMER, JR.
CIRCUIT COURT ADMINISTRATOR
31ST CIRCUIT COURT
201 McMORRAN BOULEVARD
SUITE 3400
PORT HURON, MI 48060**

APPLICATION DEADLINE:

OPEN UNTIL POSITION FILLED.